

## **Bylaws of the Shippensburg University Panhellenic Council**

Revised: Spring 2019

Passed: 4/28/19

### **Article I. Name**

The name of this organization shall be the Women's Panhellenic Council.

### **Article II. Object**

The object of the Panhellenic Council shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in so:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship and basic intellectual development.
- C. Cooperate with member women's fraternities, sororities, and the university/college administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
- E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

### **Article III. Membership**

#### Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Shippensburg University Panhellenic Council shall be composed of all chapters of NPC organizations at Shippensburg University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Shippensburg University Panhellenic Council shall be composed of all colonies of NPC organizations at Shippensburg University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Shippensburg University Panhellenic Council.

An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion. Each associate member shall have voice and one vote on all matters except Total and Expansion.

## Section 2. Privileges and Responsibilities of Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Shippensburg University Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the Shippensburg University Panhellenic Council shall be President, Vice President, Secretary, Treasurer, Recruitment, Public Relations, Scholarship, and Community Service.

### Section 2. Eligibility

Eligibility to serve as an officer shall have a minimum of 2.5 GPA and depend on the class of membership:

- A. **Regular membership.** Members from women's fraternities and sororities holding regular membership in the Shippensburg University Panhellenic Council shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities and sororities holding provisional membership in the Shippensburg University Panhellenic Council shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities and sororities holding associate membership in the Shippensburg University Panhellenic Council shall be eligible to serve as any officer

### Section 3. Selection of Officers

The offices of President, Vice President, Secretary, Treasurer, Recruitment, Public Relations, Scholarship, and Community Service of the Shippensburg University Panhellenic Council shall be elected by ballot.

### Section 4. Nomination Procedure

The nomination and election of officers is completed as outlined in the Women's Panhellenic Council Election Guidelines.

### Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon installation.

#### Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

- A. Not in good standing with Chapter
- B. Violates NPC policies/unanimous agreements
- C. Violates recruitment rules

#### Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### Section 8. Duties of Officers

##### A. The President shall:

- Preside at all meetings of the Panhellenic Council
- Preside at all meetings of the Executive Board
- Serve as an ex-officio member of all Panhellenic Council committees
- Communicate regularly with the Panhellenic advisor
- Be familiar with the NPC Manual of Information and all governing documents of this Council
- Ensure that the NPC annual report is completed
- Communicate regularly with the NPC area advisor
- Maintain current copies of the following: Shippensburg University Panhellenic Council bylaws and standing rules; the Panhellenic Council budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials
- Act impartially and maintain a Panhellenic spirit at all times

##### B. The Vice President shall:

- Perform the duties of the president in her absence
- Serve as Chair of the Judicial Board
- Direct the planning and implantation of all Panhellenic Council fundraising activities and serve as the committee chair
- Shall be familiar with the NPC Manual of Information and all governing documents of this Council
- Act impartially and maintain a Panhellenic spirit at all times

##### C. The Secretary shall:

- Keep an up-to-date roll of the members of Panhellenic Council

- Record minutes of all meetings of the Shippensburg University Panhellenic Council and the Executive Board
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor
- Shall be familiar with the NPC Manual of Information and all governing documents of this Council
- Act impartially and maintain a Panhellenic spirit at all times

D. The Treasurer shall:

- Keeping the accounts up to date
- Keeping an up to date budget that shows the expenses and incomes of each event and executive board officer, and any donations made during each semester of her two-semester term
- In charge of the organization's cards and checks
- Must be able to be frugal and ready to take action in saving money
- Distributing and depositing Panhellenic dues to each of the sororities on campus, at \$10 per active member (members on the roster and attending the university)
- Act impartially and maintain a Panhellenic spirit at all times

E. The Recruitment Chair shall:

- Work with the Panhellenic Advisor and the Panhellenic Council to determine recruitment dates and regulations, inform member fraternities, and enforce regulations
- Assist the Panhellenic Advisor in compiling recruitment statistics
- Work cooperatively with the Public Relations Chair in developing publications, posters, and advertisements to best represent the sororities participating in recruitment
- Serve as a liaison to the recruitment chairs of member organizations to provide information and assistance
- Maintain a complete and up-to-date file which should include a copy of the current constitution, bylaws, and budget, information regarding current and past programs and activities in the Council, and other pertinent materials
- Act impartially and maintain a Panhellenic spirit at all times.

F. The Public Relations Chair shall:

- Act as Assistant to the Recruitment Chair to determine recruitment dates and regulations, inform member fraternities, and enforce regulations
- Be responsible for promoting all Shippensburg University Women's Panhellenic Council events
- Provide advertising, public relations, promotion, etc. for all Panhellenic activities
- Create a yearly marketing plan for the Panhellenic Council

- Maintain a complete and up-to-date file which should include a copy of the current constitution, bylaws, and budget, information regarding current and past programs and activities in the Council, and other pertinent materials
- Act impartially and maintain a Panhellenic spirit at all times
- Perform all other duties pertaining to this office

G. The Scholarship Chair shall:

- Create and implement one program per semester that addresses the educational needs of fraternity women and new members.
- Act as a resource person for member fraternities' academics chairpersons.
- Develop a program that recognizes outstanding Panhellenic scholars
- Maintain a complete and up-to-date file which should include a copy of the current constitution, bylaws, and budget, information regarding current and past programs and activities in the Council, and other pertinent materials
- Act impartially and maintain a Panhellenic spirit at all times
- Perform all other duties pertaining to this office

H. The Community Service Chair shall:

- Be responsible for planning and implementation of philanthropic events. At least once or twice a semester
- Coordinate with IFC and NPHC community service chairs to do Greek wide events
- Receives reports at the end of each semester on community service/philanthropy hours that each chapter completed and funds received
- Coordinate Panhellenic sponsored community service events
- Promote the philanthropic/community service events of individual sororities
- Act impartially and maintain a Panhellenic spirit at all times

## **Article V. The Panhellenic Council**

### Section 1. Authority

The governing body of the Shippensburg University Panhellenic Council shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Shippensburg University Panhellenic Council including, but not limited to:; annually review the parameters as adopted in the recruitment rules for the automatic reset of total, determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights and privileges of member women's fraternities.

### Section 2. Composition and Privileges

The Shippensburg University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Shippensburg University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the organization, providing her credentials have been presented to the Council president.

Panhellenic Delegates shall:

- 1.) Attend all scheduled meetings on time. Attendance is defined as being present at both the beginning and the end of each meeting. If a delegate cannot be present at a meeting it is expected that a prepared alternate delegate will be sent in her place.
- 2.) Delegates should come to meetings with prepared chapter reports which should include, but are not limited to, recruitment events and progress, community service or philanthropic efforts, questions, ideas, thoughts or input.
- 3.) Serve as an active participant in meetings and report back to their chapter all information from the meeting. Special attention should be paid to matter concerning voting, recruitment, dues, deadlines, etc.
- 4.) Be familiar with National Panhellenic Conference and Shippensburg University policies
- 5.) Work with Executive Board members in the planning and hosting of Panhellenic events such as recruitment, community service, philanthropic events and special committees.
- 6.) Maintain a complete and up-to-date file, which should include a copy of the current Women's Panhellenic Council Constitution, Bylaws, Standing Rules and other materials pertaining to this office.
- 7.) Perform all other duties pertaining to this office.

Delegates are an essential part of the Women's Panhellenic Council and their attendance at meetings is required. Thus, member organizations are allotted one unexcused absence per semester. After this absence is used violations of the attendance policy will be addressed as follows:

- 1.) First unexcused absence – the Women's Panhellenic Council President will send a warning letter to the chapter president and chapter advisor.
- 2.) Second unexcused absence - the Women's Panhellenic Council President will send a letter to the chapter president and chapter advisor and the chapter will be assessed a \$25.00 fine.
- 3.) Further violations will be handled judicially.

### Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity and sorority chapters to serve for a term of one academic semester or one academic year beginning at the start of the academic semester.

#### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity or sorority affected to select a replacement within two weeks and to notify the Panhellenic Council secretary of her name, email address and telephone number.

#### Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

#### Section 6. Open Forum

The annual meeting of the Panhellenic Council shall be held at the beginning of the academic semester.

#### Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the Shippensburg University Panhellenic Council. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 8. Quorum

Majority plus 1 of the delegates from the member fraternities of the Shippensburg University Panhellenic Council shall constitute a quorum for the transaction of business.

#### Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

### **Article VI. The Executive Board**

#### Section 1. Composition

The composition of the Executive Board shall be the President, Vice President, Secretary, Treasurer, Recruitment, Public Relations, Scholarship, and Community Service.

#### Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At

the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

### Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

### Section 4. Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board or the Panhellenic Advisor

### Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

## **Article VII. The Panhellenic Advisor**

### Section 1. Appointment

The Panhellenic advisor of the Shippensburg University Panhellenic Council shall be appointed by the Shippensburg University administration.

### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Shippensburg University Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## **Article VIII. Committees**

### Section 1. Standing Committees

- A. The Standing Committees of the Shippensburg University Women's Panhellenic Council shall be appointed as needed. Once it is determined that a Standing Committee is required, the length of their service and the terms of it shall be determined and reflected in the meeting minutes.

### Section 2. Judicial Board

- A. The Judicial Board shall consist of the vice president as chairman and members as outlined in the Women's Panhellenic Council Judicial Board Policy. The Panhellenic advisor shall serve as a nonvoting ex-officio member.
- B. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations. The Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.



- C. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure.
- D. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Shippensburg University Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
- E. Will implement rotating delegates until the delegates represented are not on the Chapter of the filing/accused chapter.

## **Article IX. Finances**

### Section 1. Fiscal Year

The fiscal year of the Shippensburg University Panhellenic Council shall be from July 1 to June 30 inclusive.

### Section 2. Contracts

Only the Panhellenic President may sign contracts after being reviewed by the advisor and treasurer.

### Section 3. Checks

All checks issued on behalf of the Shippensburg University Panhellenic Council shall bear dual signatures as allowed by the banking institution. The following officers shall be authorized to be one of the two required signatures and should be listed as authorized signers on the account with the bank: President, Secretary, Treasurer, and Advisor

### Section 4. Payments

All payments due to the Shippensburg University Panhellenic Council shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Women's Panhellenic Council.

### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Council membership dues shall be assessed by \$10.00 per initiated member. New Members do not pay dues during their semester of affiliation.
  - The dues of each Panhellenic Council member fraternity shall be payable on or before the date announced by the Treasurer.
  - Dues go towards: supplies for recruitment, software for recruitment, sisterhoods, council scholarship awards, junior panhel.

## Section 6. Fees and Assessments

- A. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. Potential fees or fines will be announced.
- B. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. Fines regularly assessed are listed below. Additional fees or fines will be announced in advance of the fineable event, report, or due date.
- C. Chapters will be assessed a fine of \$25.00 for failure to do any of the following:
  - A. Failure to attend a mandatory Panhellenic Event
  - B. If less than 80% of the new member class attends Jr. Panhellenic events
  - C. If less than 80% of the new member class attends Greek 101
  - D. Failure to pay Panhellenic dues by the established due date
  - E. Less than 60% of chapter attends all Panhellenic events

## Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Shippensburg University Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

## Article XI. Violation Resolution

### Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Shippensburg University Panhellenic Council shall be considered a violation.

### Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

### Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Shippensburg University Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

- A. **Mediation.** Mediation is the first step of the judicial process. The Shippensburg University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing as outlined in the Women’s Panhellenic Council Judicial Board policy.

C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Shippensburg University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

### **Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned and must support the Shippensburg University Anti-Hazing Policy.

### **Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Shippensburg University Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Shippensburg University Panhellenic Council may adopt.

### **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Shippensburg University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted at the previous regular meeting and present in the meeting minutes allowing an opportunity for chapter input.

### **Article XV. Dissolution**

This Council shall be dissolved when only one regular member exists at Shippensburg University. In the event of the dissolution of this Council, none of the assets of the Council shall be distributed to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.

### **Standing Rules**

A College Panhellenic Council may wish to adopt additional rules that pertain to the administration of the Council. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.